



**United States Air Force Auxiliary
Washington Wing
Western Cadet Academy (WCA)**

31 December 2008

MEMORANDUM FOR WESTERN CADET ACADEMY PARENTS

FROM: Major M Talley Executive Officer, WCA

SUBJECT: Parent Information

1. The purpose of this memorandum is to ensure all parents are aware of the procedures for dropping off and picking up cadets, as well as attending graduation.

2. CHECK IN

Please drop your cadet off no later than 7:30 am on Saturday January 10th. The location for this will be Weston Alternate High School in Smokey Point, WA. The doors will open for students at 7:00am. Please ensure that your cadet has their money, their forms including the Squadron Commanders Signature on their forms, and CAP ID Card (proof of membership) ready when they show up to Pre-Check In outside the Building. Cadets will enter the building after pre-check-in, however, we will ask that parents do not enter the building as well.

3. GRADUATION

Graduation for WCA will begin at 2pm on Sunday the 11th. The location for this is Camp Kiloqua, Arlington, WA. Parents will be parking in the lower parking lot and walking along the Woodland Trail to get to the Parade Field. Cadet Bags will be set on a blue tarp in the Parent Parking Lot no later than 1:30pm. Graduation will take about 30 minutes, and then school by school will check out on a table setup at the beginning of the woodland trail back to the parking lot. No one will leave without checking out at the table.

4. If you have any questions, feel free to contact 1st Lt Tony Scarpino at (360) 333-4029.

RESPECTFULLY,

Michael Talley Major, CAP

Executive Officer, Western Cadet Academy